



Code: 9654
Service: Exempt
Series: Exempt

CLASS TITLE: ZONING ADMINISTRATOR

CHARACTERISTICS OF THE CLASS

Under direction, manages and directs the activities and operations of the Bureau of Zoning; and performs related duties as required

ESSENTIAL DUTIES

- Administers and enforces the provision of the Chicago Zoning Ordinance in order to implement the City's land use plans and policies
- Develops and implements policies and procedures for the review of building permits, business licenses, and advertising sign permit applications to ensure compliance with zoning standards and requirements
- Directs the enforcement of the Home Occupation Ordinance by ensuring compliance with regulations governing the establishment of a business in a home
- Directs staff in the review of project plans for compliance with the City's Landscape Ordinance
- Conducts plan reviews of major construction projects and issues zoning certificates of compliance
- Confers with public officials, contractors, and architects to interpret and provide expert advice and opinions in the requirements of the Zoning Ordinance
- Participates in pre-design meetings to review plans for major construction projects to ensure conformance with the City's land use policies
- Directs managers responsible for the investigation of complaints of zoning code violations and improper land use
- Directs staff responsible for the conduct of administrative hearings in order to enforce the Zoning Ordinance and ensure that violations are corrected
- Reviews applications for exceptions to the Zoning Ordinance and makes determinations
- Reviews and makes recommendations to the Committee on Zoning on all proposed amendments to the Zoning Ordinance
- Reviews all final determinations made by the Zoning Board of Appeals
- Serves on the Chicago Plan Commission
- Directs the preparation of the bureau's annual budget

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Master's degree in Planning or a related field, PLUS at least five (5) years of management experience in the areas of urban planning or zoning; or an equivalent combination of education, training, and experience

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator, adding machine)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Comprehensive knowledge of:

- *urban design and real estate development
- *City's land use plans and policies
- *policy development and implementation methods, practices and procedures
- *management and supervisory principles, methods and practices
- *project management methods, practices and procedures

Moderate knowledge of:

- *budget preparation and management methods, practices and procedures
- *contract administration and management practices
- *City building and zoning codes and applicable ordinances

Knowledge of applicable City and department ordinances, policies, procedures, rules, regulations, and ordinances

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *COMPLEX PROBLEM SOLVING – Identify complex problems and review related information to develop and evaluate options and implement solutions
- *MANAGEMENT OF PERSONNEL RESOURCES – Motivate, develop and direct people as they work and identify the best people for the job
- TIME MANAGEMENT – Manage one's own time or the time of others
- MONITORING – Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action

- JUDGEMENT AND DECISION MAKING – Consider the relative costs and benefits of potential actions to choose the most appropriate one

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS – Apply general rules to specific problems to produce answers that make sense
- VISUALIZE - Imagine how something will look after it is moved around or when its parts are moved or rearranged
- COME UP WITH IDEAS – Come up with a number of ideas about a topic
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns
- REACH CONCLUSIONS – Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other Work Requirements

- LEADERSHIP – Demonstrate willingness to lead, take charge and offer opinions and direction
- ATTENTION TO DETAIL – Pay careful attention to detail and thoroughness in completing work tasks
- INDEPENDENCE – Develop own ways of doing things, guide oneself with little or no supervision and depend mainly on oneself to get things done
- INNOVATION – Think creatively about alternatives to come up with new ideas for and answers to work-related problems
- ANALYTICAL THINKING – Analyze information and using logic to address work or job issues and problems

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
November, 2021